


### **NOTICE DEPOSITING UNCLAIMED FUNDS**


The submission and handling of unclaimed funds is guided by D.N.J. LBR 3011-1

The following steps illustrate the filing of a **Notice Depositing Funds to the Registry** (Chapter 7 Trustee submission) or a **Statement of Undistributed Balance** (Chapter 13 Trustee submission). A standard form entitled [Notice Depositing Unclaimed Funds](#) is available on our web site.


**PLEASE NOTE:** Although a Motion to Deposit is available in the Motion/Application category, *trustees should use the event Notice Depositing Unclaimed Funds* found in the Misc. Events category. To recover funds from the Registry, use [Motion for Payment of Unclaimed Funds](#). This event is found in the Motion/Application category and requires a hearing.

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- STEP 1** Choose **Bankruptcy** on main menu
- STEP 2** Choose **Misc Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Choose **Notice Depositing Unclaimed Funds** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** **Select the Party** screen displays. Highlight the trustee; click [NEXT]
- STEP 7** Upload the PDF document and any attachments.

 *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*

 *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the*


*Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

 *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

**STEP 8** Enter the *Name of Creditor* and *Payment Amount* in the appropriate fields; click [NEXT]

**STEP 9** Confirm case name and number; click [NEXT]

**STEP 10** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary use [BACK] button. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION***

SAMPLE DOCKET TEXT

**Notice Depositing Unclaimed Funds for Sears in the Amount \$ 900 Filed by Trustee1 Trenton on behalf of Trustee1 Trenton. (Trenton, Trustee1)**

**STEP 11** **Notice of Electronic Filing** displays.